

**INSTRUCTIONS for
COMPLETION of an APPLICATION to the
SOUTH WAVERLY BOROUGH ZONING AND ZONING HEARING BOARD**

It is suggested you read the entire instruction sheet before beginning to complete the application. Questions may be direct to the Borough Manager by calling telephone number (570-888-2125) or email: swb@southwaverlyborough.org

SECTION A: APPLICANT(S)

- ITEMS 1, 2, 3: Enter the complete name(s), current mailing address, and current telephone number (including area code), and email address of the applicant(s).
- ITEM 4 ,5: An appearance before the ZONING HEARING BOARD is a hearing before three board members, the board's solicitor, and a court reporter. Applicants often choose to be accompanied by legal representation. If you wish to have a chosen legal representative notified of published hearing information, please include the name, address, telephone number, and email address of your representative.

SECTION B: SUBJECT PARCEL

- ITEM 1: The complete address assigned by the United States Post Office must be provided. If the subject parcel is a vacant lot for which no Post Office address has been assigned write "none" and proceed to item 2.
- ITEM 2: Tax Map Number: This number can be obtained from two locations:
A. The tax bill you receive from the Bradford County Assessor
B. At the Bradford County Tax Assessor's Office in Towanda, PA (telephone 570-265-1714)
- ITEM 3: Deed Reference: Current Book Number and Page Number or Current Instrument number
This information can be obtained at the Bradford County Assessment Office at (570) 265-1712 or Bradford County Recorder's Office (570) 265-1702.
- ITEM 4: Parcel Identification Number. This information can be obtained at the Bradford County Assessment Office
- ITEM 5, 6: Provide the complete name and address of the legal owner of the subject parcel. If the owner is not the same as the applicant, then legal written authorization must be included authorizing the applicant to apply to the board on the owners' behalf.
- ITEM 7: Zoning District:
This may be obtained from the official Zoning Map located at the Borough Office. It can also be obtained by asking the Borough Manager (telephone:570-888-2125).
- ITEM 8: Existing Use
- ITEM 9: Type of Use
This information can be most easily obtained by asking the Borough Manager, email swb@southwaverlyborough.org (recommended method), telephone 570-888-2125. The information can also be obtained by researching and cross-referencing the Zoning Ordinance, property file, and other municipal records.
- ITEM 10: Floodplain Zone
This information can be most easily obtained by asking the Floodplain Administrator Code Inspections, Inc. (recommended method). 888-264-2633. The information can also be obtained by researching and cross-referencing the Floodplain Ordinance, property file, and other municipal records.

SECTION C: TYPE OF USE

Please indicate the proposed use change for the property.

SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS.

Building and yard dimensions (exterior)

Structural and Site information (for proposed improvements)

***To calculate lot coverage contact Borough Manager for assistance at (570)888-2125**

SECTION E: CONSTRUCTION INFORMATION.

Obtain information from contractor

SECTION F: TYPE OF RELIEF REQUESTED

Check only those items you are requesting and are applicable to the application. **IMPORTANT:** If you are not sure what to request, seek legal advice. If you are applying for a variance, carefully read and provide the necessary information related to the five (5) items listed.

SECTION G: REASON(S) FOR REQUESTED RELIEF

This is self-explanatory.

SECTION H: REQUIRED DOCUMENTATION CHECKLIST:

This section is provided to help you insure the necessary information is included with your application. Check off items as you complete them. If you believe a portion is not required, it is suggested you discuss it with the Borough Manager before you submit the application.

Incomplete applications will be returned to the applicant. Current fee schedules are posted in borough hall and the appropriate fee must accompany the application. If the information requested for your application is not applicable, please mark N/A.

SECTION I: CERTIFICATION & SIGNATURE

Carefully read this section. You must sign and date the application. Applications received without a proper, legible signature will be returned without action.

ZONING PERMIT APPLICATION TO SOUTH WAVERLY BOROUGH

(Please Print Only)

SECTION A: APPLICANT(S)

1. Names(s): _____
2. Mailing Address: _____
3. Telephone #: _____ email: _____
4. Attorney's Name: _____
5. Attorney's Address/Phone/email: _____

SECTION B: SUBJECT PROPERTY

1. Property Address: _____
2. Tax Map Number: _____
3. Current Deed Reference: Book/Page Number _____ Instrument # _____
4. Parcel Identification Number: _____
5. Name of property owner _____
6. Address of property owner _____
7. Zoning District: _____
8. Existing Use: _____
9. Type of Use: (check one) Conforming _____ Nonconforming _____
10. Floodplain Zone: _____

SECTION C: TYPE OF USE

TYPE OF ACTIVITY	✓	PROPOSED USE-RESIDENTIAL	✓	PROPOSED USE-COMMERCIAL	✓
NEW BUILDING		SINGLE FAMILY DWELLING		COMMERCIAL SIGNAGE	
ADDITION		TWO FAMILY DWELLING		INDUSTRIAL	
ALTERATION		MULTI-FAMILY (___ # OF UNITS)		INSTITUTIONAL	
RELOCATION		MOBILE HOMES		RECREATIONAL	
CHANGE OF USE		GARAGE OR CARPORT		HOME BUSINESS	
OTHER		OTHER		OTHER	

EXPLAIN IN DETAIL, THE PROPOSED WORK TO BE DONE IN ALL USES:

SECTION D: STRUCTURAL CHARACTERISTICS AND DIMENSIONS FOR PROPOSED IMPROVEMENTS

1. BUILDING AND YARD DIMENSIONS (EXTERIOR) *VIEW FROM FRONT OF STRUCTURE

LENGTH AND WIDTH OF STRUCTURE ____ FT. ____ FT. TALLEST EXTERIOR HEIGHT ____ FT.

TOTAL LOT AREA _____ SQ. FT. TOTAL SQ. FT. OF FLOOR AREA _____

*FRONT YARD SET BACK ____ FT. * SIDE YARD SET BACK ____ FT * REAR YARD SET BACK ____ FT.
(REAR OF BUILDING TO PROPERTY LINE) *Measurements are from property boundary line to the structure.

STRUCTURAL AND SITE INFORMATION (FOR PROPOSED IMPROVEMENTS)

FLOOR PLANS SUBMITTED/ATTACHED ____ YES ____ NO # OF STORIES ____ # OF BEDROOMS ____

SQUARE FT. OF EXISTING STRUCTURE ALL FLOORS _____ SQUARE FT. OF TOTAL IMPROVEMENT _____

SQUARE FT. OF FINISHED BASEMENT AREA _____ # OF BATHROOMS _____

% OF BASEMENT UNFINISHED ____ LIVING AREA ____ GARAGE ____ RECREATION ____

LOT COVERAGE AS IMPERVIOUS PERCENTAGE _____ BUILDING % OF LOT _____
_____ ALL SURFACES % OF LOT _____

**FLOOD ELEVATION CERTIFICATE ATTACHED YES ____ NO ____

SEWAGE - SOUTH WAVERLY MUNICIPAL AUTHORITY SEWER TAP IN PERMIT NUMBER: _____

WATER SOURCE APPROVAL DATE: _____

SECTION E: CONSTRUCTION INFORMATION

ESTIMATED VALUE OF CONSTRUCTION \$ _____ MARKET VALUE \$ _____

CONTRACTOR NAME _____ TELEPHONE NO. _____

EMAIL ADDRESS OF CONTRACTOR _____

EXPECTED DATE OF COMPLETION: _____

SOUTH WAVERLY BOROUGH CONTRACTOR'S LICENSE NUMBER: _____

• MARKET VALUE IS BASED ON COUNTY ASSESSED VALUE OR INDEPENDENT APPRAISAL

SECTION F: TYPE OF REQUESTED RELIEF: (Check only those applicable items) If checking Variance, please include 1 – 5 with documentation.

- | | | | |
|-------------------------|-------|--|-------|
| 1. Variance | _____ | 9. Change of Nonconforming Use | _____ |
| 2. Special Exception | _____ | 10. Appeal of Administrative Decision | _____ |
| 3. Home Occupation | _____ | 11. Other Relief Allowed per PA MPC | _____ |
| 4. Conversion | _____ | 12. Appeal from Floodplain Determination | _____ |
| 5. Multi-family housing | _____ | 13. Driveway | _____ |
| 6. Subdivision | _____ | 14. Request for curative amendment | _____ |
| 7. Sign | _____ | 15. Request for zoning change | _____ |
| 8. Shed | _____ | 16. Fence | _____ |

The Pennsylvania Municipal Planning Code and the Code of the Borough of South Waverly PA require that for a variance to be granted the applicant must prove to the Zoning Hearing Board the following items are true: (please attach documentation for these items separately)

- 1. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the ordinance in the district which the property is located.
- 2. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the Zoning Ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property.
- 3. That such unnecessary hardship has not been created by the appellant.
- 4. That the variance, if authorized, will not alter the essential character of the district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare.
- 5. That the variance, if authorized, will represent the minimum variance that will afford relief and represent the least modification possible of the regulation in issue. In granting any variance, the Zoning Hearing Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of this Ordinance.

SECTION G: REASON (S) FOR THE REQUESTED RELIEF:

A statement, including the section of the Code of the Borough in which the Zoning Hearing will take place, under which the appeal or application requested may be allowed and reasons why it should be granted; or a statement of the section of this chapter governing the situation in which the alleged erroneous ruling is being appealed, and reasons for the appeal. (If more space is needed, please use additional sheet and attach.)

SECTION H: REQUIRED DOCUMENTATION CHECKLIST:

The following documentation must be drawn to scale and submitted in triplicate at the time of application. These plans must include dimensions and actual shape of the parcel, the exact size and locations of existing buildings on the lot, the locations and dimensions of proposed buildings or alterations, and any natural or topographic peculiarities of the parcel in question. The location of all of the setbacks on the property shall be drawn on the plan including the front, rear, and side yard setbacks. If the request is for a sign the dimensions of the sign shall be included.

The existing and intended use of part of the building, the number of families or dwelling units, the building is designed to accommodate, and such other information as may be necessary to determine compliance with the Zoning Ordinance and the parking requirements.

INSTRUCTIONS: THE LOCATION SKETCH SHOULD SHOW/NOTE SCALE: NOTE EXISTING OR PROPOSED ITEMS.

1. THE RELATIONSHIP OF THE LOT TO ADJOINING PROPERTIES AND ROADS (PROVIDE ROUTE/STREET NAME)
2. THE LOCATION OF BUILDING ON THE PARCEL; DIMENSIONS OF THE LOT LINES
3. THE APPROXIMATE LOCATION OF ANY WELL/WATER LINES OR SEWAGE SYSTEM/SEWER LINES
4. THE LOCATION OF ANY OTHER MAJOR LOT FEATURES-DRIVEWAYS, GARAGE OR EXISTING BUILDINGS, STREAMS, WOODS, PROPOSED ROADS AND CUL-DE-SAC.

Applications received without the required documentation will be returned without action.

- | | |
|--|-------|
| 1. Site Plan or Survey if available | _____ |
| 2. Building Plans (including floor and elevation drawings) | _____ |
| 3. Parking Plans (include stormwater and lighting systems) | _____ |
| 4. Any other pertinent data required by the Zoning Hearing Board,
Borough Council and/or Borough Manager. | _____ |
| 5. Refuse Containment Plan (multi-family/commercial only) | _____ |
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SECTION I: CERTIFICATION AND SIGNATURE

I certify the information contained in this application and its supplements are true and correct. I further acknowledge I may be responsible for other additional costs such as, but not limited to, stenographic, advertising, duplication and mailing expenses resulting from the hearing for which I have applied and any additional expenses will be paid upon demand. I understand application for other required permits shall be made separately from this application.

THE APPLICANT ACKNOWLEDGES ALL INFORMATION IS CORRECT AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE. APPLICANT AGREES NOT TO INITIATE THE PROPOSED PROJECT UNTIL A MUNICIPALITY-ISSUED PERMIT IS OBTAINED. A LOCATION SKETCH MUST BE DRAWN ON THE OTHER SIDE OF APPLICATION

THE APPLICANT UNDERSTANDS COMPLETION AND SUBMISSION OF THIS APPLICATION SHALL NOT RELIEVE THE APPLICANT FROM OBTAINING SUCH OTHER PERMITS THAT MAY BE REQUIRED BY OTHER LOCAL, COUNTY, STATE OR FEDERAL REGULATIONS OR LAWS. SUPPLEMENTAL FORMS MAY BE NECESSARY FOR FLOOD PLAIN MANAGEMENT REQUIREMENTS. ANY CHANGE TO THE PLANS MUST BE APPROVED BY THE ZONING OFFICER.

SIGNATURE OF APPLICANT(S)

DATE SIGNED: _____

ITEMS BELOW THIS LINE ARE FOR OFFICIAL USE ONLY

If Applicant requires a Zoning Hearing:

Application Fee: **\$750.00** payable to the “South Waverly Borough”.

DATE PAID _____

If Application requires a Zoning Amendment:

Application Fee: **\$1,500** payable to the “South Waverly Borough” and additional cost of newspaper publication.

DATE PAID _____

If Application does not require a Hearing:

Application Fee: **\$50.00** payable to the “South Waverly Borough”.

DATE PAID _____

Please provide a diagram in the space provide below: (or attach additional sheet)

- A. ACTION: WITHIN 30 DAYS OF FILING APPLICATION. ZONING PERMIT # _____
 APPROVED _____ DISAPPROVED _____
 BRADFORD COUNTY PLANNING COMMISSION APPROVAL DATE: _____
 BRADFORD COUNTY SOILS AND CONSERVATION APPROVAL DATE: _____
 DATE OF ISSUANCE OF ZONING PERMIT: _____
- B. REASON FOR DENIAL: _____

- C. BOROUGH PLANNING COMMISSION RECOMMENDATIONS AND COMMENTS

- D. DATE OF PLANNING COMMISSION TO BRADFORD COUNTY PLANNING COMMISSION (WITHIN 30 DAYS OF COUNTY ACCEPTING SALDO APPLICATION)

- E. DATE OF ZONING HEARING BOARD (WITHIN 60 DAYS OF FILING AND PAYMENT OF APPLICATION FEE)

- F. OFFICIAL DATE FILED WITH MUNICIPALITY _____
- G. DATE FEE PAID _____
- H. DATE OF NOTICE AND NEWSPAPER OF RECORD _____
- I. DATE OF ZONING BOARD DECISION (WITHIN 45 DAYS OF LAST HEARING) _____
- J. ZONING BOARD'S DECISION: GRANTED _____ DENIED _____
- K. ZONING BOARD CONDITIONS: _____
- L. FLOODPLAIN: GRANTED _____ DENIED _____
- M. EXTENSION AGREED TO BY APPLICANT:

- N. OTHER:

